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CITY OF GREENVILLE

POLICY NO. HR-13

DATE: July 1, 2004

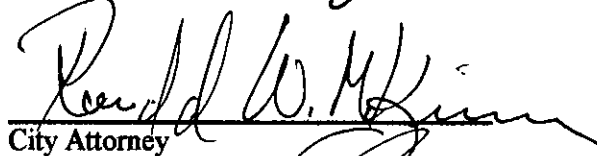
SUBJECT: Holidays

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APPROVALS:


City Manager


City Attorney


Human Resource Director

I. Purpose

The purpose of this policy is to provide employees with time off for certain recognized national holidays and to provide compensation for employees who must work on holidays.

II. Scope

This policy applies to all Regular, Civil Service, and Permanent Part-time employees of the City of Greenville.

III. Policy

It is the policy of the City of Greenville to provide full-time employees eleven (11) eight-hour paid holidays each calendar year. Ten of these holidays are designated annually around traditional national holidays and all nonessential services will not operate. The eleventh holiday is a floater holiday to be designated by the employee each year with the approval of supervision.

The eleven holidays are as follows:

1.	New Years Day	First day of January each year
2.	Martin Luther King Day	Third Monday in January each year
3.	President's Day	Third Monday in February each year
4.	Memorial Day	Last Monday of May each year
5.	Independence Day	Fourth day of July each year
6.	Labor Day	First Monday in September each year
7.	Thanksgiving	Fourth Thursday of November each year
8.	Day after Thanksgiving	Fourth Friday of November each year
9.	Day before Christmas	Twenty-fourth day of December each year
10.	Christmas Day	Twenty-fifth day of December each year
11.	Floater	To be scheduled with supervision

Recognized holidays falling on Saturday will normally be observed on the preceding Friday, and those falling on Sunday will normally be observed on the following Monday. The floater holiday is so designated in order that each employee may elect a day which has special meaning to him or her. An employee must seek and obtain supervisory approval for scheduling the floater holiday. Supervisors will make an effort to grant the day requested as a floater holiday where possible;

however, since these days will be days of normal operations, the supervisor must maintain sufficient personnel on duty to ensure acceptable levels of citizen service. Employees should make every effort to arrange floater holidays with as much advance notice as possible.

IV. Procedures

A. Essential Services Personnel

Some City personnel occupy positions providing essential-services that must be performed year-round regardless of holidays or not. Such employees are typically police officers, administrative judges, dispatchers, firefighters, parking attendants, zoo and sanitation workers. Holidays for these individuals may all be treated as floater holidays, that is, they may be scheduled and taken in advance of, or subsequent to, the actual holiday in order that personnel will be available to work and provide these essential-services on the dates of the actual holidays. Holidays must be observed in the year in which they occur. Holidays may not be carried over from year to year, and Holidays not taken will not be paid other than as provided for below.

B. Holiday Compensation

Holiday compensation will be based on a normal eight (8) hour workday for full-time employees; that is, eight (8) hours of straight-time base pay will be paid as holiday pay for each observed holiday. Full-time employees who work flexible schedules of more than eight hours per day may use accrued compensatory time or general leave time to supplement any unpaid hours up to the full normal work week (40 hours for regular non-Civil Service employees). Permanent part-time employees working an average of at least 20 hours per week (including re-hired retirees), but normally less than 40 hours per week, will be paid four (4) hours of holiday pay, or 50% of the benefit paid to regular full-time employees. Temporary employees are not eligible to receive holiday pay.

With the exception of essential-services employees who are expected to work on recognized holidays, if an employee must report for work on a recognized holiday, that employee is entitled to 8 hours of holiday pay plus straight-time compensation for time worked on the holiday. In lieu of the 8 hours of holiday pay, the employee may elect, with supervisory

approval, to take a subsequent day off within the calendar year that the holiday falls, in which case the employee will receive 8 hours of holiday pay for that subsequent day off. For non-essential-services employees, holidays may not be taken in advance of the pay-periods in which they fall.

Essential Services employees who are required to work on recognized holidays, then terminate their employment with the City prior to having taken a compensatory floater holiday off for each holiday actually worked, shall be compensated 8 hours of Holiday Pay for each actual holiday worked up until the date of termination for which no compensatory floater holiday was taken and paid.

Holiday pay will be paid to an employee who is on paid leave-of-absence when the holiday occurs. Employees on unpaid leaves-of-absence when a holiday occurs will not be eligible for holiday pay. Employees on unpaid leave who use at least a single general leave day during each pay period to enable payment of normal benefit plan deductions will be considered to be on paid leave-of-absence for purposes of determining holiday pay.

V. Conflicts/Questions

Recognizing that no policy will fit every situation, any conflicts on the selection of holidays are expected to be resolved in an equitable fashion by department heads. The Human Resource Director will assist with policy interpretations.